

17 December 1953

MEMORANDUM FOR:

SUBJECT: Information for Personnel Overseas Having Career Designation "CD-CS"

1. In accordance with the Career Service Program of this Agency, there have been established a number of Career Service Boards. Each board reviews the rotation, training, advancement, and assignment plans for each employee who is identified by the career designation of that board.
2. This is to advise you of the existence of the General Services Office Career Service Board. You may have already received notification that you have been given a Career Designation "CD-CS". This means that you are a part of the group of Agency employees who are assigned to assist the Chief, General Services Office, in discharging his responsibilities for providing General Services support to Agency activities; and that the GSO Career Service Board has the primary responsibility for planning and accomplishing your career development, utilization and advancement in the Agency.
3. The General Services Office Career Service Board has reviewed your qualifications as included in your Official Personnel File, as well as those of other personnel having the Career Designation "CD-CS", and is presently developing plans for rotation, recommending training, and future assignments to meet existing and future requirements for providing General Services support to the Agency.
4. Special consideration is being given by the Board at this time to you overseas for the purpose of planning your next assignment upon your return to Headquarters. We hope to be able to select your next assignment in sufficient time to notify you in advance, of your scheduled date of return, the position you will occupy upon your return, and any other related information. We wish to consider your own personal desires and career interests in planning your future development in the Agency, and we would be glad to receive from you any information that may not be reflected in your Official Personnel File or that you feel would be helpful in planning a career for you which will be mutually beneficial to yourself and to the Agency.
5. Your career development plan will be reviewed frequently for the purpose of recommending changes as appropriate in order to develop you to be of most value to the Agency. The GSO Career Service Board is extremely interested in your career and will attempt to provide you with an opportunity to broaden the scope of your experience and abilities in General Services functions and, when appropriate, develop recommendations

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steering you into another occupational area in which you may continue to grow and increase your capabilities and value to the Agency.

6. We will try to keep you informed ~~xxx~~ of future plans and activities which concern you in the Career Service Program.

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**Chairman,  
GEO Career Service Board**